Helpful Resources to Have Handy

- *Strengthening Career and Technical Education in Tennessee* state plan.
  - Visit https://www.tn.gov/education/career-and-technical-education.html

  - Click on "**Strengthening Career and Technical Education in Tennessee – Perkins V Tennessee State Plan**" to open the state plan
- ePlan access – www.eplan.tn.gov

FY22 Local Application Statewide Overview

Sarah G. Williams, Director of CTE, CCTE Division | January 11, 2021
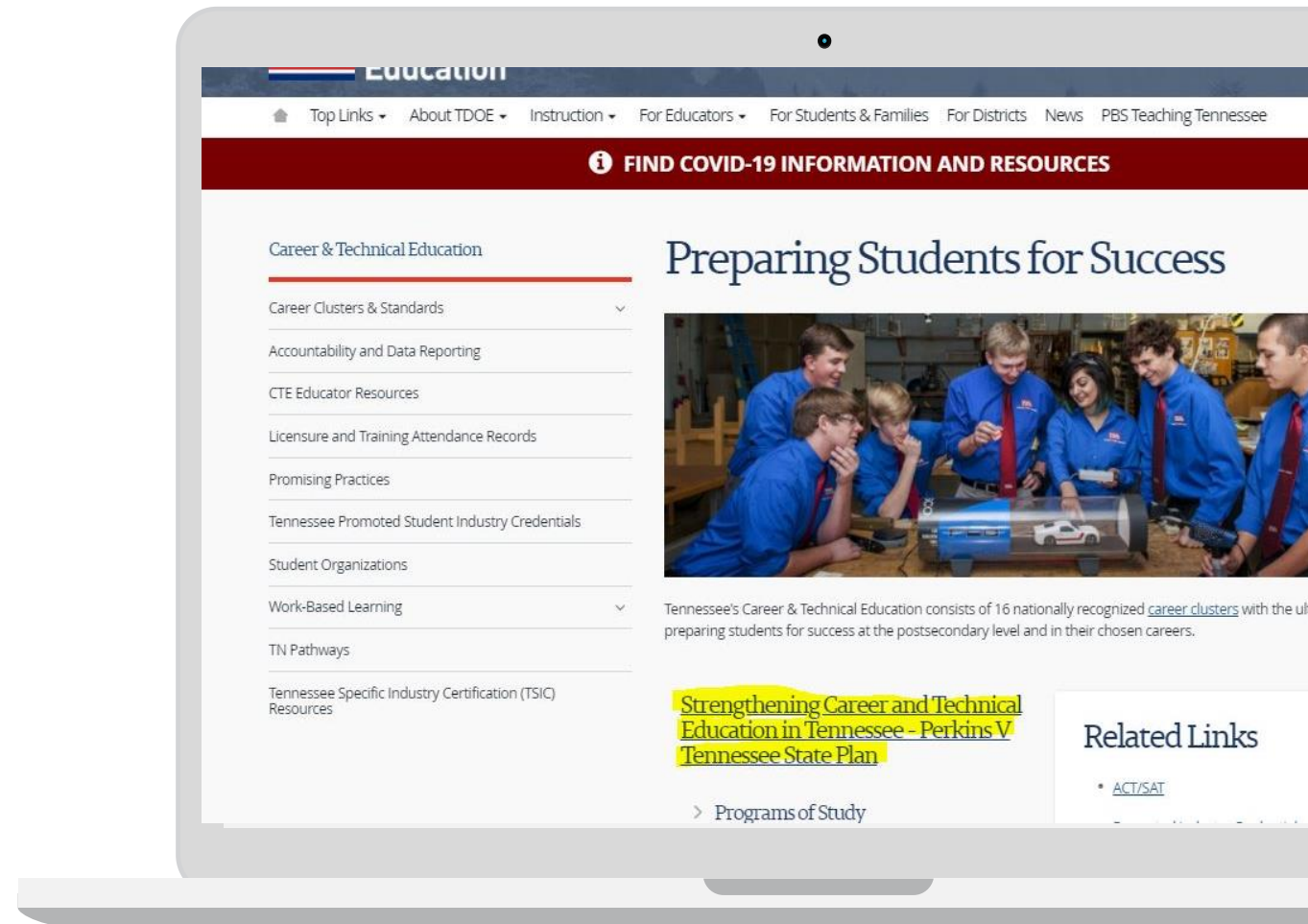
BEST FOR ALL

We will set all students on a path to success.

ACADEMICS

ALL TENNESSEE STUDENTS WILL HAVE ACCESS TO A HIGH-QUALITY EDUCATION, NO MATTER WHERE THEY LIVE

WHOLE CHILD

TENNESSEE PUBLIC SCHOOLS WILL BE EQUIPPED TO SERVE THE ACADEMIC AND NON-ACADEMIC NEEDS OF ALL STUDENTS

EDUCATORS

TENNESSEE WILL SET A NEW PATH FOR THE EDUCATION PROFESSION AND BE THE TOP STATE TO BECOME AND REMAIN A TEACHER AND LEADER

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Objectives

By the end of this session, CTE directors will be able to:

- describe how Perkins V funding is used for Basic Program Improvement,

- articulate the purpose of the local application, and

- prepare their FY22 Perkins Basic Local Application.

Resource Introduction

- **Local Application Guide for FY22**
  - Provides details for each section of the local application, including screen shots and step-by-step instructions.
- **Local Expenditure and Implementation Guide**
  - Provides definitions of commonly used terms, explains the types of funding available, offers guidance on basic cost principles, details local uses of funds, captures budget line items, overviews allowable and unallowable expenditures, and answers frequently asked questions.
- **Perkins V Expenditure Test**
  - Provides guidance to local CTE administrators and district staff when determining where to appropriately define, budget, and charge expenditures under Perkins V.
- **Virtual Learning Series (Jan. 11)**
  - The presentation is intended to provide context to the instructions in the Local Application Guide for FY22 and to highlight common areas for consideration and focus.
- **Regional Study Council**
  - This presentation will provide further context to key areas of the local application to ensure high quality applications.
- **1:1 Meetings with your CORE CTE Consultant**
  - Your CORE CTE consultant will offer technical assistance office hours and/or local application workshops to address LEA-specific concerns through Feb. 2021.

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Perkins V
Basic Funding Overview

Perkins V Basic Funding Overview

- **Each state** establishes how they will provide funding to secondary and postsecondary CTE programs and programs of study.

- **Tennessee's funding** is allocated for:
  - State Leadership (10 percent of total allocation)
  - State Administration (15 percent of total allocation)
  - Local Funds (85 percent of total allocation)

- **Page 108** of the *Strengthening Career and Technical Education in Tennessee* state plan shares the Distribution Chart for Tennessee Perkins V funding.

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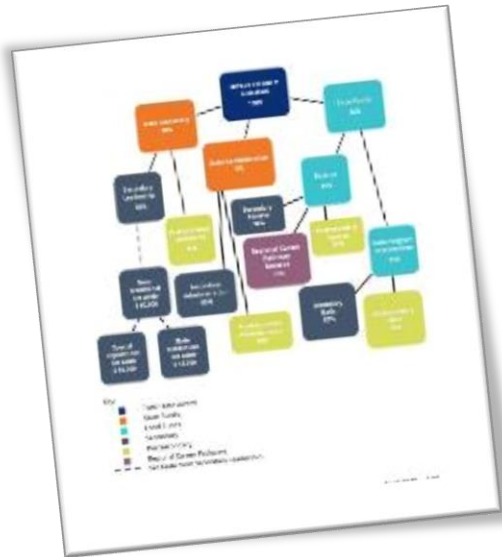
Perkins V Basic Funding Overview

- **Local Funds** (85 percent of total allocation)
  - Basic Program Improvements (85 percent of allocation for Local Funds)
  - Reserve (15 percent of allocation for Local Funds)

- **Basic Program Improvements** (85 percent of allocation for Local Funds)
  - Secondary Basic (85 percent of allocation for Basic Program Improvements)
  - Postsecondary Basic (15 percent of allocation for Basic Program Improvements)

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Basic Program Improvements Funding - Secondary

Referred to as "**Perkins Basic**" in Tennessee

Federal Requirements[1]

- Formula based
- Determined by Census data
  - Population data
  - Poverty data
- Each LEA will receive $15,000 minimum
- Must have an approved local application to receive Perkins Basic funding

[1] *Strengthening Career and Technical Education for the 21st Century*, Section 131

Basic Program Improvements Funding - Secondary

State Requirements[2]

- 5 percent minimum for professional development
- 5 percent maximum for administration
- 5 percent maximum for consumables
- 5 percent maximum for maintenance
- 20 percent maximum for CTSOs
- 5 percent minimum for performance targets (if missed for 2+ consecutive years)

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The Local Application

Purpose of the Local Application

- **Meet federal guidelines[3]** to access and use Basic Program Improvement, Basic Funding, for Perkins V.
- **Guide CTE programs** for the entire fiscal year.
- The LEA's promise to **support teacher and student growth**.

[3]*Strengthening Career and Technical Education for the 21st Century*, Section 134(a)

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Local Application Required Components[4]

1. Description of CLNA results.
2. Information CTE course offerings and activities for two state-approved programs of study.
3. Description of a series of career exploration and career guidance activities in collaboration with local workforce development boards and other local workforce agencies, one-stop delivery systems, and other partners.
4. Description of how the LEA will improve academic and technical skills of CTE students through CTE courses.
5. Description of how special populations will be prepared for high-skill, high-wage, or in demand occupations that will lead to self-sufficiency.

[4] *Strengthening Career and Technical Education for the 21st Century*, Section 134(b)

Local Application Required Components

6. Description of provided work-based learning opportunities.
7. Description of postsecondary credit opportunities for CTE students.
8. Description of recruitment, preparation, retention, and training of teacher, faculty, administration, and specialized instructional support personnel.
9. Description of addressing disparities and/or gaps in performance between groups of students.
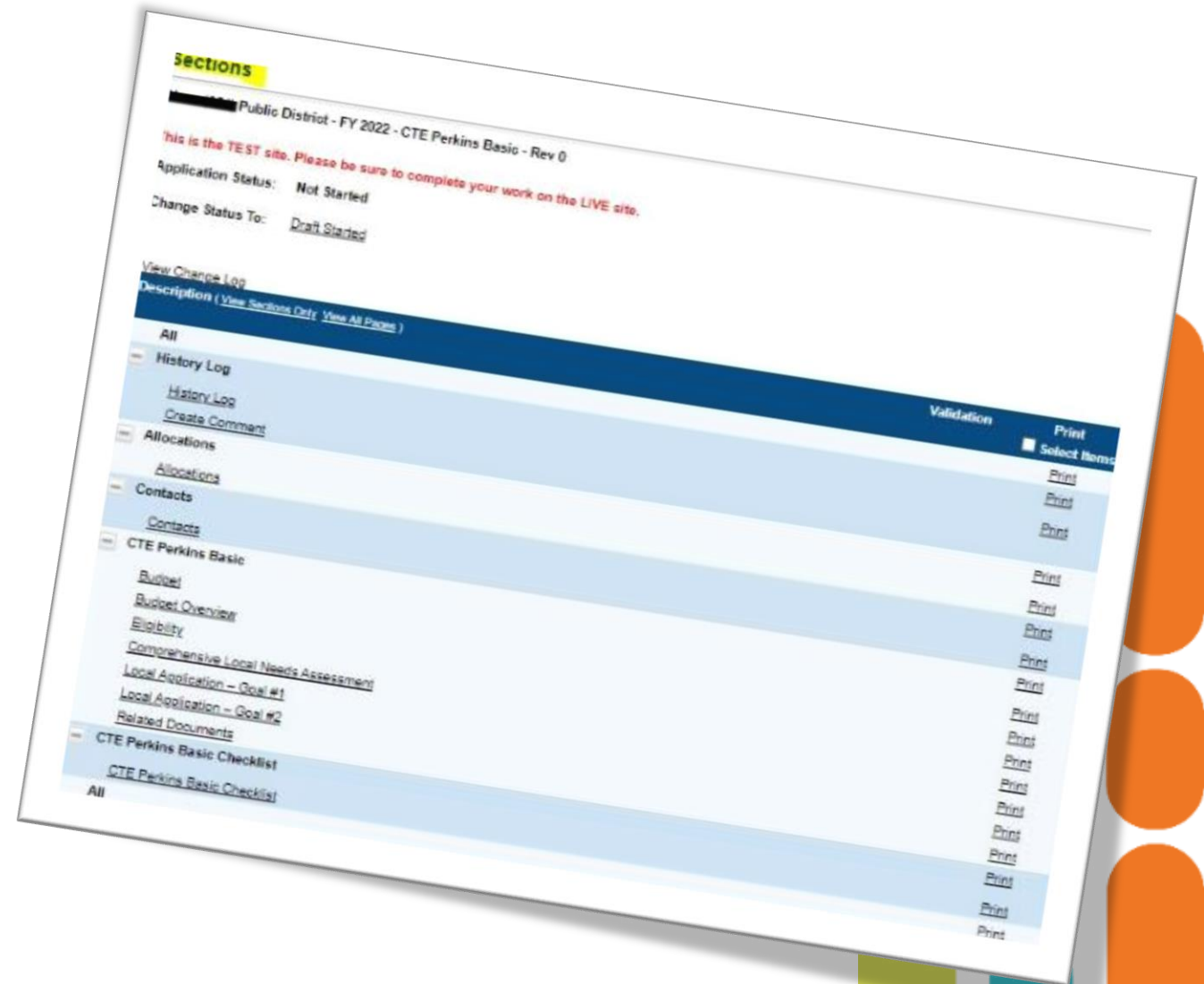
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Local Application in ePlan

Local Application Sections

- History Log
- Allocations
- Contacts
- CTE Perkins Basic
- CTE Perkins Basic Checklist

Local Application – CTE Perkins Basic Section

- Budget
- Budget Overview
- Eligibility
- Local Application Components
- Comprehensive Local Needs Assessment
- Local Application – Goal #1
- Local Application – Goal #2
- Related Documents

CTE Perkins Basic – Budget Subsection

- No budget category changes from FY21

Budget Category	Aligned to...	Good to Knows...
71300 – Vocational Education Program	Instruction	336 is for maintenance 429C is for all consumables 730 is for equipment Personnel aligned here should be tied to instructional support
72130 – Other Student Support	CTSO, PD	146C, 355C, and 399C are all for CTSOs. 189PD, 399 PD, 524PD count toward PD minimum.
72230 – Support Service/Vocational Education Program	Admin of Perkins Basic funds	All line items count toward admin maximum.
99100 – Transfers Out	Indirect costs	All line items count toward admin maximum.

Budget

Public District - FY 2022 - CTE Perkins Basic - Rev 0 - CTE Perkins Basic

his is the TEST site. Please be sure to complete your work on the LIVE site.

Go To ▶

Indirect Cost

Total Contributing to Indirect Cost

Indirect Cost Rate $0.00

Maximum Allowed for Indirect Cost   0.00%

   $0.00

Action   Account Number

View   71300 - Vocational Education Program
View   72130 - Other Student Support
View   72230 - Support Services/Vocational Education Program
View   99100 - Transfers Out

Total

$0.00
$0.00
$0.00

Go To ▶

Total $0.00
Adjusted Allocation $0.00
Remaining $0.00

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Administration and Job Descriptions

- Administration activities:
  - Developing and evaluating local application
  - Monitoring and evaluating effectiveness of programs of study
  - Assuring compliance with all applicable federal and state laws
    - Inventory
    - Bookkeeping (fiscal, records, purchasing, etc.)
    - CLNA and/or advisory council facilitation
    - Data collection and reporting

- Non-Admin activities
  - Professional Development (stipends, speakers, travel)
  - Curriculum support

CTE Perkins Basic – Budget Detail Subsection

- **NEW!** Budget Tags
- Available Tags:
  - CLNA
    - Section 1: Performance
    - Section 2: Justify Alignment
    - Section 3: Growth Opportunities
    - Section 4: Recruitment, Retention, and Training
    - Section 5: Access and Equitable Participation
  - Uses of Funds
    - Career Exploration and Career Development Activities
    - Professional Development
    - Skill Development
    - Academic Integration
    - Programs of Study
   - CLNA/Program and/or activity evaluations

CTE Perkins Basic – Eligibility Subsection

- **NEW!** format for FY22
- **CTE Director Employment Standard** |Identify the local Career and Technical Education director in your LEA responsible for the administration of Perkins funds and CTE funded programs.
- **Two Programs of Study** | The programs of study that you identify for Perkins funding should be in place over time. These programs of study should meet all 5 size, scope, and quality indicators.
- **Consortium** | Any local educational agency receiving an allocation that is not sufficient to conduct a program which meets the requirements of section 135 (Uses of Funds) is encouraged to form a consortium.
- **Assurances and Conditions** | Assurances and Conditions are available in the TDOE Document Library of ePlan.

CTE Perkins Basic – Local Application Components Subsection

- **NEW!** subsection for FY22
- Provide <u>description</u> of how this local application addresses each of the nine local application components.
- Refer to slides 12-13 for required local application components
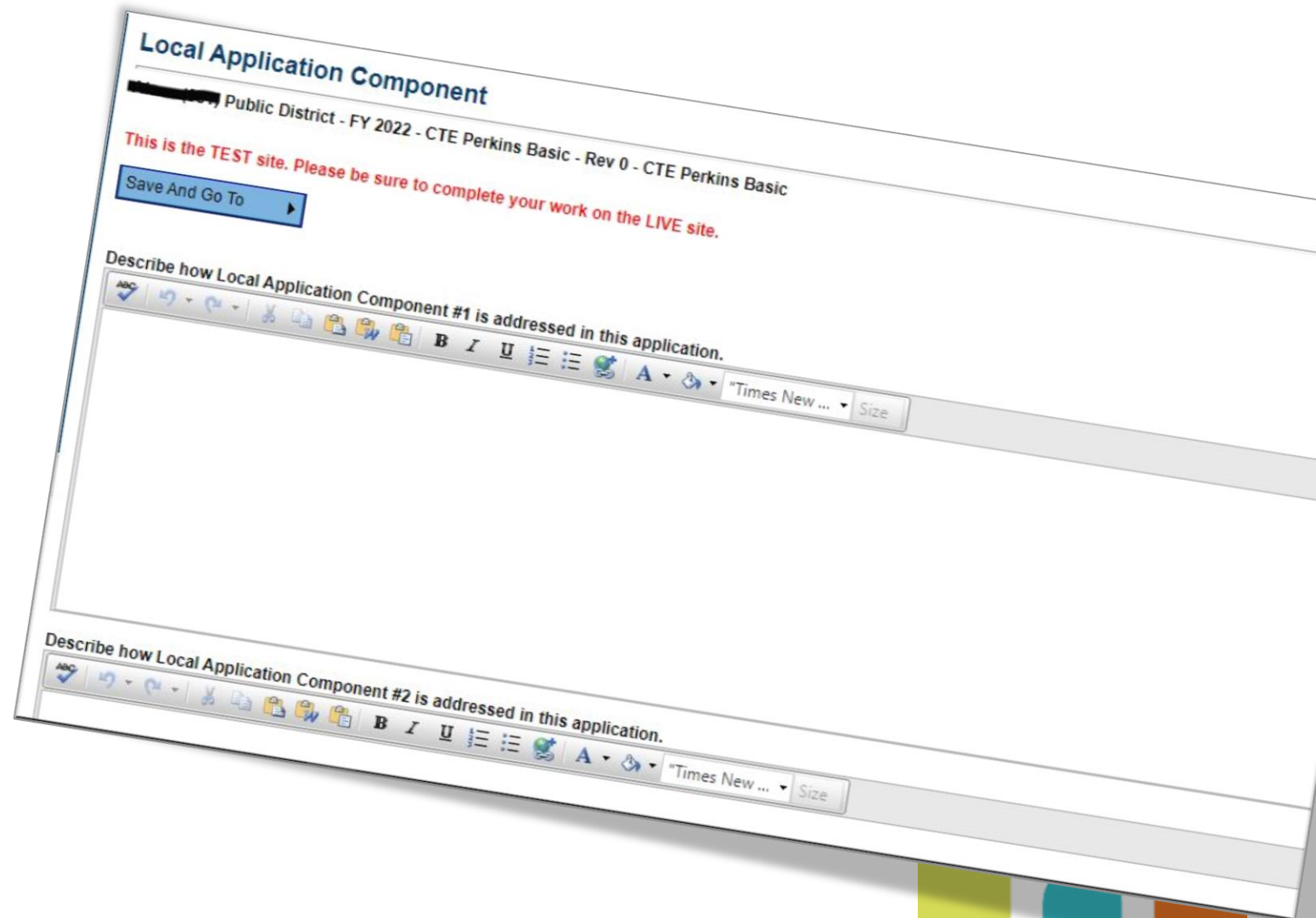
CTE Perkins Basic – CLNA Subsection

- All goals should be based in at least one section of the CLNA.
- How to bring over FY21 CLNA in to FY22 Local Application:
  - Begin Draft
  - Open the Comprehensive Local Needs Assessment subsection
  - Click "Copy Previous Fiscal Year Details"
  - Select "Keep Changes" in blue box at top.

CTE Perkins Basic – Goals Subsections

- Goal Review
  - Due to COVID-19, FY21 applications were approved solely based on compliance.
  - For FY22, we will return to checking for quality, utilizing the CORE CTE consultants.
- Why you may need to **adjust** a goal
  - The goal is not SMART?
  - The goal focused on outputs instead of outcomes.
  - The goal was set for one year instead of two.
  - The goal is off track for completion in FY22.
- Why you may need a **new** goal
  - Goal was completed in FY21.

CTE Perkins Basic – Goals Subsections

- Action Steps
  - What activities will take place during the 2021-22 school year that will take you to reaching your two-year goal?
- Each action step must be research-based and descriptive, including how it meets required components.
- The following must be addressed in action steps:
  - activities,
  - equipment,
  - use of new and emerging technology,
  - professional development, and
  - special populations.

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CTE Perkins Basic – Goals Subsections

▪ For each action step, the following are **required**.

   – **Timeline** | Be specific (avoid "ongoing" or 'July-June") to facilitate implementation and evaluation of the action occurring.

   – **Line Item + Amount** | This should match with entries in the Budget subsection.

   – **Outcomes** | Describe the measurable impact of the action and ensure alignment to goal.

   – **Evaluation Strategy** | Identify who is responsible for evaluating, what they are looking to find, identify impact on core indicators, and establish when to evaluate progress.

Action Step	Action Step Timeline	Line Item(s)	Amount(s)	Action Step Outcome	Action Step Evaluation

CTE Perkins Basic – Goals Subsections

- For each action step, the following are **optional**
  - **Professional Development** | Must be included in at least one action step per goal.
  - **PD Audience** | Identify who will benefit from the PD activity.
  - **Equipment** | Be specific and identify planned purchases by school.

PD Activity	PD Audience				Equipment	Equipment POS and School
	Teachers	Admin / Leadership	Counselors	Paraprofessionals		
	☐	☐	☐	☐		

Action Step Quality Check

- Does the action step ensure progress toward the goal's outcome?
- Does the action step address a root cause?
- Does the action step account for mitigation of potential or realized risks?
- Does the action step have data identified to use for evaluation?

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CTE Perkins Basic – Related Documents

- For FY22, there are no required related documents.
- Possible Optional Documents:
  - Job Descriptions
  - Additional Supporting Documents
  - Rural Waiver
  - Core Indicator Performance Improvement Plan

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CTE Perkins Basic – Related Documents

JOB DESCRIPTIONS

- Identify the funding source(s) within the job description
  – Federal, Local, etc...
- Identify the Perkins V line items and amounts
  – Can summarize benefits
  – 71300 – Job related to instruction or instructional support (non-admin)
  – 72130 – Job related to professional development (non-admin)
  – 72230 – Job related to administration of grant funds (admin)
- Categorize job duties/responsibilities as admin or non-admin
  – See slide #19 for more details

Resource Summary

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Thank You!

#TNBestforAll